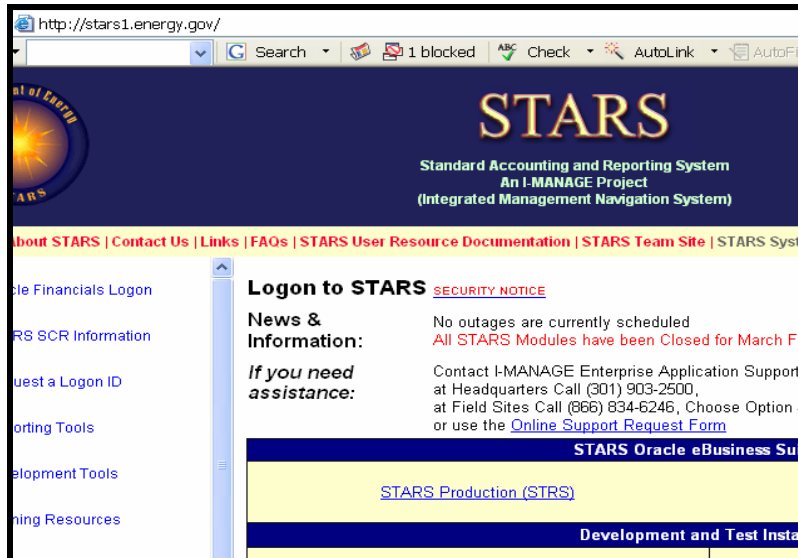
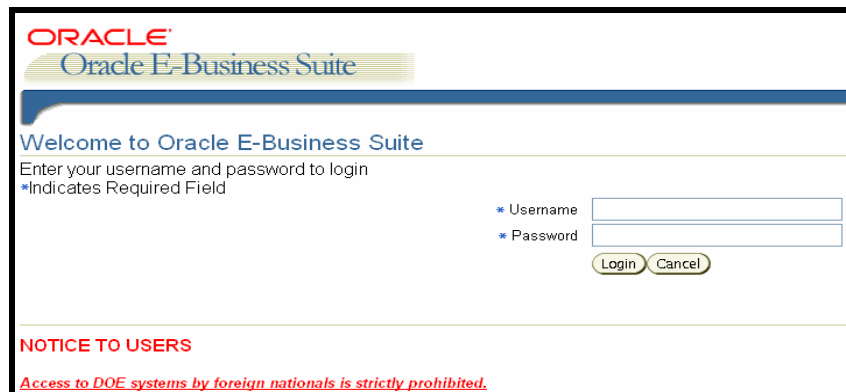


## Accessing the STARS Statement of Net Cost

1. To access STARS go to the website: <http://crinfo.doe.gov/officedocs/cf40/stars/> and click on STARS Production (STRS).



2. You will get the login screen as shown below. You must click on the Login button

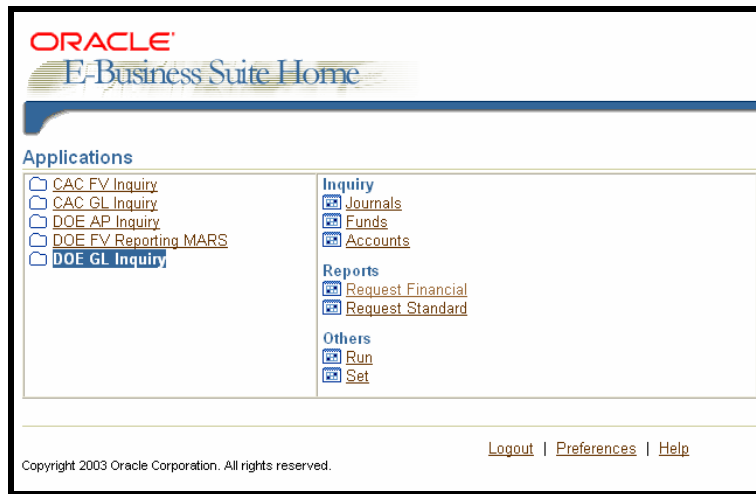


3. At the ORACLE E-Business Suite Home screen select GL Inquiry from the Application screen.

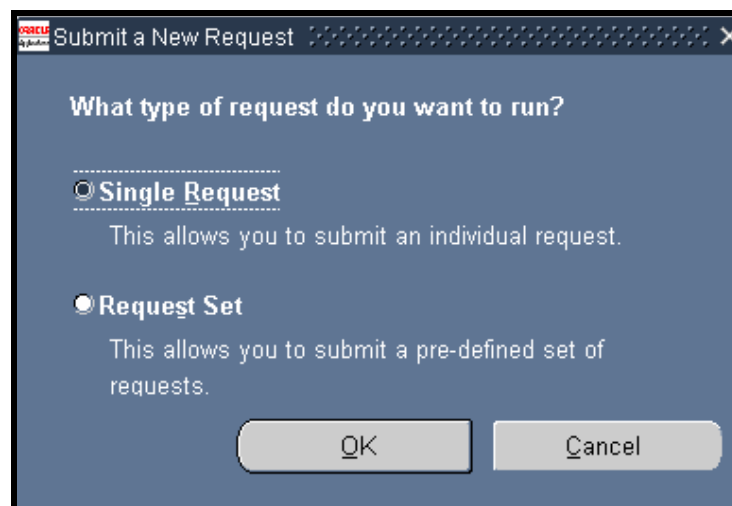


## Accessing the STARS Statement of Net Cost

- Under “Reports” click on Request Standard.



- Ensure that the “Single Request” radio button is selected on the Submit a New Request screen and click OK.



- Enter “DOE Net Cost Report” in the name field. Press Tab.



## Accessing the STARS Statement of Net Cost

7. **DO NOT CLICK ON THE CLEAR BUTTON** because the Net Cost Row Set does will not change. You will fill in the following Parameters:
- Net Cost Row Set “DOE Statement of Net Cost”. Press Tab.
  - Period Year “2006”. Press Tab.
  - Period Name “APR-06”. Press Tab three times.
  - Enter your allottee in the “Allottee – Low” box. The “Allottee – High” box is automatically populated. Allottee 01 is used as a sample.
  - Tab past the Show Consolidated Schedules box which is ONLY used by HQ to get a more detailed report. See step F below.

The Parameters dialog box contains the following fields and values:

Field	Value
Net Cost Row Set	DOE Statement of Net Cost
Period Year	2006
Period Name	APR-06
Fund - Low	
Fund - High	
Allottee - Low	01
Allottee - High	01
Reporting Entity - Low	
Reporting Entity - High	
Program - Low	
Program - High	
Program - D Parent	
Program - P Parent	
Show Consolidated Schedules	No
Group by Breakdown	FUND

Buttons: OK, Cancel

- f. To utilize options of the last two ranges click on the ellipsis (...) box to get the LOV (List of Values). You can group your report by Funds, Programs, or Reporting Entity and or have Lines Breakdown by SGL (this option appears after you tab. When you list all funds for your allottee there will be a summary total page that follows.

The Group by Breakdown dialog box displays a table with the following data:

Group by Breakdown	Description
ALLOTTEE	Group by Allottee
FUND	Group by Fund
NONE	No Group Sort
PROGRAM	Group by Program
REPORTING ENTITY	Group by Reporting Entity

Buttons: Find, OK, Cancel

## Accessing the STARS Statement of Net Cost

- Press OK. This will take you back to the Submit Request screen.

**Submit Request**

**Run this Request...**

Name: **DOE Net Cost Report** Copy...

Parameters: **DOE Statement of Net Cost:2006:MAR-06:::01:01:::No:FUND:No**

Language: **American English** Languages...

**At these Times...**

Run the Job: **As Soon As Possible** Schedule...

**Upon Completion...**

☒ Save all Output Files

Notify: Options...

Print to: **noprint**

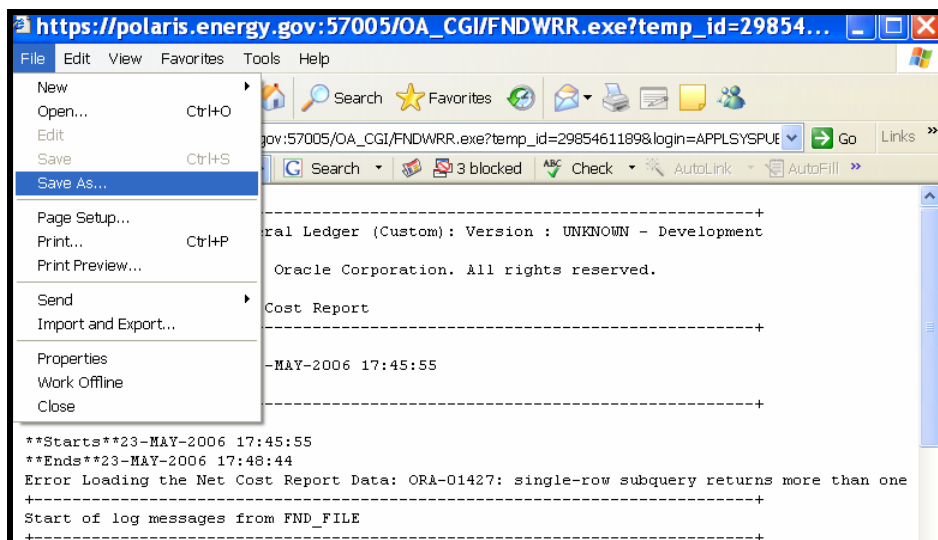
Help (B) Submit Cancel

- Click on Submit and you will get the Request screen. Click the Refresh Data button periodically until your report is completed. There should be a blue bar next to your report with the corresponding Request ID number.
- Click on the View Output button after the report Phase indicates “Completed” and the Status is “Normal”.  
**Note:** To locate and run your report later click on View from the Menu bar and select Requests. Ensure that the “All My Requests” radio button is selected and click Find. **Go to Step #14.**

## Accessing the STARS Statement of Net Cost

Request ID	Name	Parent	Phase	Status	Parameters
1284565	DOE Net Cost on Report E		Completed	Normal	1284450, N, FUND, N
1284450	DOE Net Cost Report		Completed	Normal	DOE Statement of Net Cost, 2006, /
1280585	DOE Net Cost Report		Completed	Error	DOE Statement of Net Cost, 2006, /
1280540	DOE Net Cost Report		Completed	Error	DOE Statement of Net Cost, 2006, /
1254739	DOE Abnormal Balances		Completed	Normal	2, 50249, APR-06, 01, 01, 100000, 10
1254628	DOE Abnormal Balances		Completed	Normal	2, 50249, APR-06, 02, 02
1253949	Reprint output of request		Completed	Normal	1253480, GTN-C218, 1, LANDSCAPI
1253896	DOE Abnormal Balances		Completed	Terminated	2, APR-06
1253831	Reprint output of request		Completed	Normal	1253721, GTN-C218, 1, LANDSCAPI
1253794	DOE Abnormal Balances		Completed	Normal	2, APR-06

11. **Note:** if you get red “Completed Error” (see Request ID 1280505 above) message it means that child program values have to be added to a D parent by HQ. Complete steps 12 & 13.
12. Click on “View Log” and save the report as a text file and email to Donald Martus at [Donald.Martus@hq.doe.gov](mailto:Donald.Martus@hq.doe.gov) for assistance.



13. Click File, Save As and change the file to .txt and name it View Log for Allottee 01 (your allottee).
14. You can save your report as a text file. See instructions below on saving report as a text file.
15. On the Request screen click View Output. Below is what a copy of the net cost report will display as.
16. Click File on the menu bar and select Save As.

## Accessing the STARS Statement of Net Cost

